

# -Organizing & Viewing Photos

## What You Need

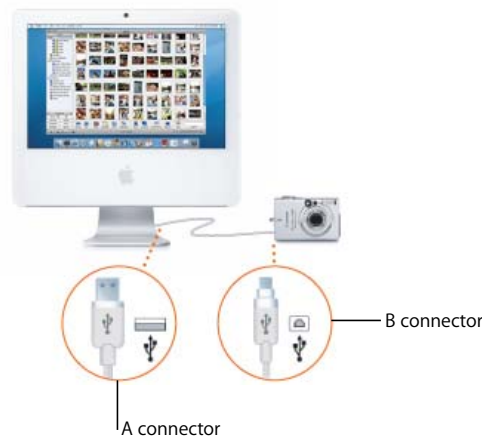
To complete all the parts of this tutorial, you need:

- A digital camera compatible with iPhoto (for a list of cameras that are compatible with iPhoto, visit the iPhoto website)
- Photos saved in your digital camera
- A computer with Mac OS X and iPhoto installed
- Built-in Universal Serial Bus (USB) ports on both camera and computer
- An A-to-B USB cable

## Importing Photos From a Digital Camera

To edit and share your photos, you must first transfer them into your computer. This process, known as “importing,” copies the photo files from their original source into iPhoto, where you can then work with them in a variety of ways.

The most common method of importing is to connect a digital camera to a computer that has iPhoto installed.



### To connect your camera to the computer:

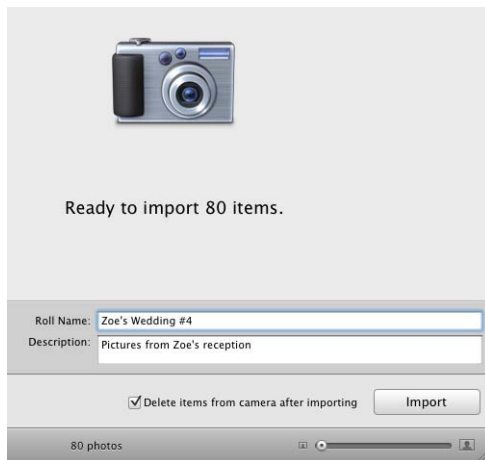
- 1 Open the iPhoto application on your computer.
- 2 Turn off your camera and plug the B connector on your USB cable into the USB port on your camera.
- 3 Plug the A connector on the USB cable into the USB port on your computer.
- 4 Turn on your camera.

Your camera should appear in the iPhoto Source list, located in the top left of the iPhoto window.

If nothing happens when you connect your camera, check your camera to see if it's turned on and set to the correct mode for importing photos. For information on which mode to choose, see the instructions provided with your camera.

**To import your photos from a digital camera:**

- 1 Type a film roll name (for example, "Zoe's Wedding roll #4") in the Roll Name field (A, shown below) for the group of photos you're importing. (This allows you to search for the photos associated with that film roll later.)
- 2 Type a description (for example, "Pictures from Zoe's reception") in the Description field (B, shown below) for the group of photos.
- 3 If you want to delete photos from your camera as soon as they are imported, select the "Delete items from camera after importing" checkbox.
- 4 Click the Import button. (To cancel photo transfer at any time during your import, click Stop Import.)



Be sure to wait until all photos have been transferred into iPhoto (or click Stop Import) before disconnecting your camera. If your camera has a "sleep" mode, make sure it is disabled or set to a time increment long enough to allow your images to download. For more information, see the instructions that came with your camera.

To view your pictures, click Last Roll (in the Source list) or click Library and view your photos by film roll. To do this, choose View > Film Rolls.

**To disconnect the camera from the computer:**

- 1 Click the Eject button in the Source list, or drag the camera's icon to the iPhoto Trash.
- 2 Turn off the camera.
- 3 Disconnect the camera from your computer.

You are now ready to view and organize your photos. To learn how, go to the next section of this tutorial.

### Did You Know?—Importing Photos *Without* Using a Camera

There are several ways to import photos into iPhoto besides using a digital camera. (If you are not using a digital camera, try to ensure that all photos are in JPEG format for best results.) You can import photos that are:

- Saved on a CD (When you take your 35 mm film to be developed, ask if the photo developer can store your photos on a CD or floppy disk. Many offer this service.)
- Saved on a DVD or flash drive
- Located in a file or folder on your hard disk
- Saved on a memory card (For a list of compatible storage devices, visit the iPhoto website.)

For more information, refer to the “Importing Photos” section of iPhoto Help.

## Organizing and Viewing Your Photos

In iPhoto, all photos are stored within the iPhoto library. You can see the photos in the Library by clicking Library, located at the top of the Source list on the left side of the iPhoto window.



Within the library, photos are grouped by year and film roll (either an actual film roll, such as 35 mm film stored on a photo CD, or each group of photos you imported from a digital camera).

In this section, you will learn how to sort your photos in several ways, add keywords and view photos by keyword, and create a photo album.

## Sorting Your Photos

iPhoto displays your photos in the order in which you imported them. You can rearrange photos in the photo library by sorting them in a variety of ways.

**To sort, choose View > Sort Photos, and then choose an option from the submenu:**

- "by Film Roll" arranges photos in the order they were imported. Film roll markers indicate photos that were imported together. You can arrange photos by film roll only in your photo library.
- "by Date" arranges photos by the date on which they were taken.
- "by Keyword" arranges photos alphabetically by any keywords you've assigned to them (see "Using Keywords," next).
- "by Title" arranges photos alphabetically by their titles.
- "by Rating" arranges photos from highest to lowest rating. (You can rate your photos to mark your favorites. See "Did You Know?—Rating Photos" on page 12.)

To quickly display only your most recent film rolls, click the Last Rolls icon in the Source list; to display only your most recent photos, click the Last Months icon.

## Using Keywords

Keywords are labels you can add to your photos, such as "Birthday" or "Sports," so you can easily find all the photos in a specific category.

iPhoto comes with some basic keywords; you can assign these to your photos or create your own keywords by editing the Keywords list in iPhoto Preferences. Once you add a keyword to the Keywords list, you can assign it to any photo you choose.

**To assign keywords to your photos:**

- Click the Keywords button in the bottom-left corner of the window and drag a photo from the iPhoto viewing area to a keyword in the Keywords pane.



Or you can do the following:

- 1 Select the photo or photos you want to keyword.
- 2 Choose Photos > Get Info.
- 3 Click the Keywords button at the top of the Photo Info window.

- 4 Select the checkbox for the keyword or keywords you want to assign to the photo. Selecting the checkmark button adds a checkmark to the lower-right corner of a photo's thumbnail. A checkmark can be used similarly to a keyword.

**To add your own keywords to the Keywords list:**

- 1 Choose iPhoto > Preferences.
- 2 Click the Keywords button at the top of the window.
- 3 Click Add (the button looks like a plus sign).
- 4 Type your new keyword.

You can also rename and delete keywords in the Keywords list.

**Important:** Editing a keyword in iPhoto Preferences changes that keyword in any photos to which you've assigned it.

To remove a keyword from a photo, select the photo, choose Photos > Get Info, click the Keywords button at the top of the Photo Info window, and deselect the keywords you want removed. You can also remove a keyword by pressing the Option key and dragging the photo onto the keyword in the Keywords pane (in the bottom-left corner of the iPhoto window).

### Did You Know?—Rating Photos

You can assign a rating to a photo to indicate how much you like it. These photo ratings can also make it easier to sort photos or find them later.

**To rate photos:**

- 1 Select the photo or photos you want to rank.
- 2 Choose Photos > My Rating, and then choose the number of stars you want to assign from the submenu.

### Organizing Your Photos

You can group your photos into albums to better organize your photo library, put together the photos you want to burn to CD or DVD, or choose the pictures you want to publish on a webpage.

When you use albums as part of your filing system, you can keep them up-to-date by adding new photos. In addition, you can use albums as temporary holding places for a group of photos until you're ready to create something else from the photos, like a slideshow, book, calendar, or greeting card. Photos added to or removed from albums do not affect the photos in your photo library.

### To create a photo album:

- 1 Choose File > New Album.

You can also click the Add button near the bottom-left corner of the iPhoto window and choose Album from the pop-up menu.



Add button

- 2 Type a name for your album and click Create.
- 3 Click Library.
- 4 Drag photos from the library to your new album in the Source list.

You can also drag a photo to an album directly from another album, a CD or DVD, or from another location on your hard disk.

When you add a photo to an album from another location on your hard disk, iPhoto automatically imports it into your photo library.

You can also create Smart Albums that can be automatically updated as your library changes. To learn more about creating a Smart Album, see the topics in iPhoto Help.

### Did You Know?—Making an Album From a Folder of Photos

You can also create an album by dragging a folder of photos from the Finder into the Source list, in the top-left corner of your iPhoto window. iPhoto creates an album with the folder's name and imports all the photos in the folder into your photo library.

Now that you're comfortable moving around in iPhoto, you're ready to create your first slideshow of favorite photos. To learn how, go to the next section.

## See handout - iPhoto Basic Slideshow